

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C861

Page 1 of 2

Agency  
Washington County

Division/Unit  
Airport

Item No	Description	Retention
1	Invoices/payables, statements, P.O. Billing files -contains but not limited to: receipts log, yellow finance tickets, commission statements, correspondence, invoices, T hanger inspection forms Budget/revenue reports - computer generated -contains but not limited to: capital projects funding detail, expenditure transaction reports, revenue transaction reports, budget balance report, general ledger, trial balance, revenue report, final budget report	Retain for three (3) years and until all audit requirements have been met, then destroy.
2	Engineering drawings/plats: airport property plans, master plan, runway and hanger plans	Permanent. Transfer periodically to the MD. State Archives.
3	Service agreements/maintenance contracts: correspondence, brochures, part manuals, work orders, instruction books, P.O., requisitions, statements	Retain for life of contract plus five (5) years, then destroy
4	Capital improvement project files/budget: budget reports, project request forms	Retain until project is completed plus ten (10) years and until all audit requirements have been fulfilled, then destroy.
5	Minutes of airport commissions meetings: minutes, budget documents, long range plans, correspondence	Permanent. Transfer periodically to the MD State Archives

Approved by Department, Agency or Division Representative

Date June 21, 1999

Signature Joni L. Bittner

Type Name Joni L. Bittner

Title County Clerk

Schedule Authorized by State Archivist

Date JUL 20 1999

Signature Edward C. Saperstein

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

Schedule No. **C 861**

Page **2** of **2**

Item No	Description	Retention
6	Equipment maintenance files -contains but not limited to: daily field condition reports, equipment maintenance records, parts and instruction manuals, specifications, correspondence, vehicle inspection reports	Retain for life of equipment plus three (3) years, then destroy
7	Administration/safety files -contains but not limited to: lighting, paints, safety requirements for power equipment, wind cones, deicing, airport security, runway light markers, correspondence, drawings  Employee safety/fire and rescue training -contains but not limited to: safety policies, employee training, driver training, safety equipment information, brochures, correspondence, training schedules, forms	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland Archives.
8	General files -contains but not limited to: correspondence, EEOC information, airport statistics, brochures, appraisal reports, sales agreements, news articles, presentations, magazines, business directories	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland Archives.
9	Grants -contains but not limited to: agreements, application for federal assistance, correspondence, request for reimbursement, description of property, grant payment record, specifications, invitations to bid, addendum, site drawings	Retain for five (5) years after close of grant and until all audit requirements have been fulfilled, then destroy.

1. DEPARTMENT/AGENCY

*Washington Co.*

2. DIVISION

*Air Port*

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*INVOICES/PAYABLES*

5. EARLIEST YEAR / LATEST YEAR

*1997 TO CURRENT*

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

*PAYABLE INVOICES; STATEMENTS; P.D.;*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☐ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify) \_\_\_\_\_

*3*

Number

*CU-PT*

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number

- ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*Air Port*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes specify agency or office)

- ☐ Yes      ☐ No

15. ACCESS RESTRICTIONS (If yes cite law(s) & regulation(s))

- ☐ Yes      ☐ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes explain briefly and describe any hardware/software)

- ☐ Yes      ☐ No

18. RECOMMENDED RETENTION

*Retain for 3 years and  
until all Audit Requirements have  
been fulfilled, then Destroy.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

Washington Co.

2. DIVISION

AIRPORT

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Billing Files

5. EARLIEST YEAR / LATEST YEAR

~~1972~~ TO CURRENT  
1972

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

CONSISTS OF BUT NOT LIMITED TO: Receipts Log,  
Yellow Finance Tickets, Commission Statements,  
Correspondence, Invoices, T Hanger Inspection  
Forms,

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☐ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

NAME

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify) \_\_\_\_\_

Number 20  
~~10~~ CK, FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  
Number      ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

AIRPORT

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_      ☐ No

15. ACCESS RESTRICTIONS (If yes cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_      ☐ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes explain briefly and include any hardware/software)

- ☐ Yes \_\_\_\_\_      ☐ No

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

Washington Co

2. DIVISION

Airport

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Budget/Revenue Reports

5. EARLIEST YEAR / LATEST YEAR

1996 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Computer generated Revenue Reports, consists of  
but not limited to: CAPITAL PROJECTS FUNDING DETAIL;  
EXPENDITURE TRANSACTION Reports- Revenue  
TRANSACTION Reports- Budget Balance Report,  
GENERAL Ledgers ~~TRIAL~~ TRIAL Balance, Revenue  
Report, Final Budget Report

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm  
☐ Legal Size ☐ Computer Tape  
☒ Bound Book ☐ Floppy Disk  
☐ Audio Tape ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☒ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

DATE

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify) \_\_\_\_\_

26  
Number CU.FT

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Airport

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_ ☐ No

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

*Washington Co.*

2. DIVISION

*AIRPORT*

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*ENGINEERING DRAWINGS  
PLANS*

5. EARLIEST YEAR / LATEST YEAR

*1990 TO CURRENT*

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

*AIRPORT PROPERTY PLANS; MASTER PLAN; RUNWAY  
& HANGER PLANS.*

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size ☐ Microfilm  
☐ Legal Size ☐ Computer Tape  
☐ Bound Book ☐ Floppy Disk  
☐ Audio Tape ☐ Video Tape  
☒ Other (Specify) *DRAWINGS*

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☒ Other (Specify) *NONE*

9. VOLUME

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☒ Other (Specify) *STACKS*

*40*  
Number *CLERK*

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*AIRPORT*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_ ☐ No

18. RECOMMENDED RETENTION

*Retain for life of  
Facility, plus 1 year, then  
Destroy.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

WASHINGTON CO.

2. DIVISION

AIRPORT

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. . . .

4. RECORD SERIES TITLE

SERVICE AGREEMENTS/  
MAINT. CONTRACTS

5. EARLIEST YEAR / LATEST YEAR

1991 TO CURRENT

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

CORRESPONDENCE; BROCHURES; PARTS MANUALS;  
WORK ORDERS; INSTRUCTION BOOKS; P.O.;  
REQUISITIONS; STATEMENTS

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm  
☐ Legal Size ☐ Computer Tape  
☒ Bound Book ☐ Floppy Disk  
☐ Audio Tape ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify) \_\_\_\_\_

2  
Number CMFT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

AIRPORT

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_ ☐ No

15. ACCESS RESTRICTIONS (If yes cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and include any hardware/software)

- ☐ Yes \_\_\_\_\_ ☐ No

18. RECOMMENDED RETENTION

RETAIN FOR LIFE OF  
CONTRACT PLUS 5 YEARS, THEN  
DESTROY.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

Washington Co.

2. DIVISION

AIRPORT

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

CAPITAL IMPROVEMENT  
PROJECT Files/Budget

5. EARLIEST YEAR / LATEST YEAR

1983 TO Current

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

Budget Reports; Project Request Forms describes  
New Project Requests;

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm  
☐ Legal Size ☐ Computer Tape  
☐ Bound Book ☐ Floppy Disk  
☐ Audio Tape ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☒ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

DATE

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify) \_\_\_\_\_

Number

1  
CU FT

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number

- ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg, Floor, Room)

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes explain briefly and describe any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

Retain UNTIL Project is  
Completed plus 10 years AND until  
All Audit Requirements have been

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Fulfilled, then Destroy.

1. DEPARTMENT/AGENCY

Washington Co

2. DIVISION

AIRPORT

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

MEETINGS  
Minutes of Airport Commissioners

5. EARLIEST YEAR / LATEST YEAR

1997 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Minutes of Commission Meetings; Includes Minutes;  
Budget documents; Long Range Plans; Correspondence.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☐ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☒ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

DATE

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

3  
Number CU-FT

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  
Number      ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

AIRPORT

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes      ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes      ☐ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain orally and describe any hardware/software)

- ☐ Yes      ☐ No

18. RECOMMENDED RETENTION

PERMANENT, TRANSFER  
PERIODICALLY TO THE MD. STATE  
ARCHIVES.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

Washington Co.

2. DIVISION

AIRPORT

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Equipment Maint. Files

5. EARLIEST YEAR / LATEST YEAR

1992 - CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.)

CONTAINS, BUT LIMITED TO: DAILY FIELD CONDITION  
REPORTS - EQUIPMENT MAINT. RECORDS - PARTS  
& INSTRUCTION MANUALS; SPECIFICATIONS;  
CORRESPONDENCE; VEHICLE INSPECTION REPORTS;

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm  
☐ Legal Size ☐ Computer Tape  
☐ Bound Book ☐ Floppy Disk  
☐ Audio Tape ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

3  
Number CUFFT

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

AIRPORT-MAINT. BLDG.

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

- ☐ Yes ☐ No

Retain for Life of  
Equipment Plus 3 years,  
then Destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

*Washington Co*

2. DIVISION

*Airport*

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*ADMINISTRATION/Safety Files*

5. EARLIEST YEAR / LATEST YEAR

*1992 TO CURRENT*

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

*CONTAINS, BUT NOT LIMITED TO: Lighting; PAINTS;  
Safety Requirements for Power Equipment;  
WIND CONES; Deicing; Airport Security;  
Runway Light Markers; Correspondence;  
DRAWINGS;*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm  
☐ Legal Size ☐ Computer Tape  
☐ Bound Book ☐ Floppy Disk  
☐ Audio Tape ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify) \_\_\_\_\_

Number *CU. FT.*

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number \_\_\_\_\_

- ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*AIRPORT-MAINT. Bldg.*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_ ☐ No

18. RECOMMENDED RETENTION

*use General Files Retention*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

2. DIVISION

*AirPort*

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE *Employee Safety/Fire +  
RESCUE TRAINING*

5. EARLIEST YEAR / LATEST YEAR  
\_\_\_\_ TO \_\_\_\_

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

*CONTAINS, BUT NOT LIMITED TO: SAFETY POLICIES;  
EMPLOYEE TRAINING; DRIVER TRAINING;  
SAFETY EQUIPMENT INFORMATION; Brochures;  
CORRESPONDENCE; TRAINING SCHEDULES; FORMS.*

*over*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☐ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify) \_\_\_\_\_

Number *4*

*CK-FT*

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_ Month(s)      ☐ Year(s)  
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*AIRPORT*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes      ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes      ☐ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and  
indicate any hardware/software)

- ☐ Yes      ☐ No

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

All Employee Training Information is  
Put in Employee Personnel File (Human  
Resources)

1. DEPARTMENT/AGENCY

Washington Co.

2. DIVISION

AIRPORT

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

General Files

5. EARLIEST YEAR / LATEST YEAR

~~1970~~ TO ~~CURRENT~~  
1970

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

CONSISTS OF, BUT NOT LIMITED TO: CORRESPONDENCE;  
EEOC INFORMATION; AIRPORT STATISTICS;  
Brochures. APPRAISAL REPORTS. sales  
Agreements. News ARTICLES; PRESENTATIONS;  
MAGAZINES; BUSINESS DIRECTORIES; (over)

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm  
☐ Legal Size ☐ Computer Tape  
☐ Bound Book ☐ Floppy Disk  
☐ Audio Tape ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

9. VOLUME

40  
~~30~~  
~~20~~

- ☐ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify) \_\_\_\_\_

Number CK. FI.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

AIRPORT

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

Use General Files  
RETENTION

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Records from the sale of the Airport  
From the City of Hagerstown to Wash.  
Co.

1. DEPARTMENT/AGENCY

Washington Co.

2. DIVISION

AIRPORT

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

GRANTS

5. EARLIEST YEAR / LATEST YEAR

1927 TO CURRENT

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

CONSISTS OF, BUT NOT LIMITED TO: Agreements;  
Applications for Federal Assistance;  
Correspondence; Request for Reimbursement;  
Description of Property; GRANT Payment  
Record; Specifications; INVITATIONS TO BID;  
Addendum; SITE DRAWINGS;

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm  
☐ Legal Size ☐ Computer Tape  
☐ Bound Book ☐ Floppy Disk  
☐ Audio Tape ☐ Video Tape  
☒ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify) \_\_\_\_\_

5  
Number CU. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

AIRPORT

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_ ☐ No

18. RECOMMENDED RETENTION

RETAIN FOR 5 YEARS AFTER  
CLOSE OF FISCAL YEAR AND UNTIL ALL  
AUDIT REQUIREMENTS HAVE BEEN

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

Fulfilled, Then Destroy

21. DATE